

OFFICE OF THE GENERAL COUNSEL
Division of Operations-Management

MEMORANDUM OM 18-16

September 14, 2018

TO: Regional Directors, Officers-in-Charge,
and Resident Officers

FROM: Beth Tursell, Associate to the General Counsel

SUBJECT: Solicitation for FY 2019 Professional Exchange Program

Article 11 of the Collective Bargaining Agreement (Agreement) between the General Counsel and the National Labor Relations Board Union covering field office professional employees and non-professional employees of the Office of the General Counsel provides that a minimum of 21 Washington Exchange Program assignments will be offered to field office professionals during each fiscal year of the Agreement, subject to budgetary and staffing considerations.

The purpose of the Professional Exchange Program is to further the experience of field office professional employees in all facets of the Agency's activities. The goal of the Professional Exchange Program is to train employees in the overall mission of the Agency and to enhance their career development.

Pursuant to Article 11 of the Agreement, details of approximately four (4) weeks in duration will be offered to 21 qualified field office professional employees during FY 2019 (which begins on October 1, 2018), subject to budgetary and staffing considerations. The eligibility requirements for professional employees are set forth in Article 11, Section 2(b)(1) of the Agreement. To be eligible for a Professional Exchange Program assignment, an employee must:

- (1) Have served with the Agency a minimum of thirty (30) months;
- (2) Be at least a GS-12 Field Examiner or a GS-13 Field Attorney; and
- (3) Have performance standard ratings of at least "Fully Successful" in all critical elements as reflected by his or her last appraisal that resulted in a rating of record.

Note that Article 11, Section 5(b) of the Agreement provides that employees may participate in the Professional Exchange Program no more frequently than once every five years.

All requests to participate in the Professional Exchange Program must provide: (1) the employee's name, position, grade, and office; (2) the employee's entry-on-duty date with the Agency; and (3) background information regarding the employee's prior Professional Exchange Program experience, including the specific dates when they previously participated in the Professional Exchange Program and the Headquarters office where they served.

Those individuals who were selected to participate in the FY 2013 Professional Exchange Program that we were forced to cancel because of budget constraints, or those individuals who had to cancel their participation in the programs in FY 2014, FY 2015, FY 2016, FY 2017 and FY 2018, should note that fact on their request to participate in the FY 2019 Professional Exchange Program.

To apply for the FY 2019 Professional Exchange Program, field office professionals should submit a request to this office by e-mail, addressed to Ms. Victoria Wallace, Administrative Assistant to the Associate General Counsel, victoria.wallace@nlrb.gov. At the same time, send a copy of your request to your Regional Director. Please submit your e-mail request no later than Thursday, November 1, 2018.

/s/
B.T.

Distribution:

Regional -- All Professional Employees
Regional -- All Regional Directors
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